

ASSISTANT PLANNING DIRECTOR

NATURE OF WORK

This is highly responsible professional, administrative and supervisory planning work assisting in the total operation of a centralized Planning Department for the City of Lincoln and Lancaster County.

Work involves assisting the Planning Director in the overall formulation, installation, modification, and improvement of master and subsidiary plans for the City of Lincoln's and Lancaster County's physical development. In addition, the Assistant Planning Director is responsible for the administration of either the Information and Planning Division or the Land Use Division, and for the direct supervision of section heads; and for coordinating the development of departmental goals and objectives, program development, and budget preparation. An employee in this class is expected to exercise considerable independent judgment and personal initiative within the framework of established policies and legislative requirements. Work is performed under the general policy direction of the Planning Director and in compliance with the City Charter and related legislative requirements. Supervision is exercised over professional, technical, and clerical subordinates. The Assistant Planning Director acts for the Planning Director in his/her absence.

EXAMPLES OF WORK PERFORMED

Assists the Planning Director in the overall administration of the Planning Department including the development of departmental goals and objectives, program development and budget preparation.

Administers and coordinates the Information and Planning Division or the Land Use Division and is responsible for the direct supervision of section heads.

Assists the Planning Director in administering the comprehensive plan within the policies of the Planning Commission.

Assists in planning, organizing, and directing the activities of professional, technical, and clerical personnel engaged in the compilation, analysis, and interpretation of data affecting community planning.

Acts for the Planning Director in his/her absence.

Attends a variety of meetings such as the City Council, County Board of Commissioners, and Planning Commission for the purpose of acting as a technical advisor on matters relating to planning and development.

Makes presentations to citizen groups on planning issues.

Gives advise to and cooperates with municipal officials in connection with new or contemplated capital improvements; assists in the coordination of construction projects with the long range capital improvements program.

Prepares comprehensive reports based upon careful research and study of planning problems.

Coordinates a variety of planning activities such as but not limited to the collection of social, economic, environmental and other planning data; development, management and implementation of digital geographic information systems (GIS), including graphic file creation, map production, database formulation, statistical analysis and interdepartmental systems coordination and policy administration; preparation and revision of zoning ordinances and maps; and related activities of the Planning Department.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of urban planning.

Thorough knowledge of economics, municipal finance, and sociology as applied to city planning.

Thorough knowledge of the city charter, and of the various ordinances, codes, and regulations pertaining to planning and zoning.

Thorough knowledge of municipal agencies and legal procedure in connection with planning, zoning, and urban renewal.

Ability to supervise a staff of professional, technical and clerical personnel, under the general direction of the Director and to perform technical research on economic, environmental and sociological problems.

Ability to assist in the direction and administration of the planning function by supervising a group of professional, technical, and clerical personnel; assuming full responsibility for the assignment of work, the checking and review of work in progress, and the accuracy and quality of completed work.

Ability to anticipate problems and visualize adequate and appropriate solutions.

Ability to present technical information clearly, and in an interesting manner to lay groups, the general public, professional organizations and various governmental departments.

Ability to develop and maintain effective working relationships with employees, officials, other agencies, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional, or urban planning recognized by the American Planning Association; and thorough experience as a planner at a professional level including experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in one of the social or engineering sciences, and completion of graduate studies with a masters degree in city, regional, or urban planning recognized by the American Planning Association; and considerable experience as a planner at a professional level including experience in a supervisory capacity or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

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